



State of Arizona

Department of Education  
Accountability Division

Tom Horne  
Superintendent of  
Public Instruction

## MEMORANDUM

**DATE:** March 8, 2010

**TO:** High School Principal  
Superintendent, Unified and High School Districts  
Charter High School Principal  
Advanced Placement Coordinator

**FROM:** Peter C. Laing  
Director, Gifted Education / Advanced Placement

**RE:** **Notice of 2010 Advanced Placement Exam Fee Waivers for Eligible Low-Income Students**

The Arizona Department of Education has received federal grant funds to provide exam fee waivers for Advanced Placement students eligible for the Federal Free and Reduced Price Meal Program.

Exams eligible for the AP Exam Fee Waiver must be indicated using The College Board's reporting mechanism, listed below for your convenience. Participating districts and charters will be responsible for verifying the eligibility of students for the fee waiver.

**Please return the enclosed Assurance Form by March 31, 2010.**

To ensure the privacy of participating students, *the names of individual students shall not be required or requested.*

The State of Arizona will pay \$56 per AP exam for public school students qualifying for the College Board fee reduction. The College Board will provide a \$22 fee reduction and the high school will forego its \$8 administration fee. The final AP exam fee for qualifying students: **\$0.**

**\*PLEASE FOLLOW THE STEPS LISTED ON THE NEXT PAGE\***

## IDENTIFYING AND ORDERING AP EXAMS ELIGIBLE FOR FEE WAIVERS

**STEP 1:** AP Coordinators in Arizona will forgo collection of AP Exam fees from students qualifying for the AP Exam fee reduction.

**STEP 2:** Fill in the Assurance Form on the next page and mail it to the address listed at the bottom of the form.

**STEP 3:** Keep a list of students who are eligible for fee reductions.

**STEP 4:** Go to the following website: [www.collegeboard.com/school](http://www.collegeboard.com/school) to order exams and make sure to include all exams that qualify for the fee reduction.  
(The deadline for ordering exams is April 16, 2010)

**STEP 5:** On exam day, fill in the option #1 oval on the answer sheets for students who qualify for the fee reduction.

**STEP 6:** After exam administration, generate two invoices, one for the College Board and one for the state by logging on to [www.collegeboard.com/school](http://www.collegeboard.com/school), signing in, and going to “Generate Invoice.” When generating your invoice online, you will need your Packing List and the number of exams (not students) that qualify for the fee reduction.

**STEP 7:** Mail State invoice copy to:

Advanced Placement Test Fee Waiver Program  
Arizona Department of Education  
1535 W. Jefferson Street, Bin 64  
Phoenix, AZ 85007

**STEP 8:** The College Board will bill the State directly for qualifying students' AP Exam fees.

Please contact Peter Laing with any questions at [Peter.Laing@azed.gov](mailto:Peter.Laing@azed.gov).

cc: AP Coordinator

## ADVANCED PLACEMENT INCENTIVE PROGRAM ASSURANCE FORM

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I certify that all students participating in the AP Exam Fee Waiver Program for the 2009-2010 academic year have met **one** of the following guidelines for low-income eligibility: 1) data used by the Secretary of Education to determine allocations under section 1124 of the Elementary and Secondary Education Act; 2) data on children eligible for free or reduced-priced lunches under the National School Lunch Act; 3) data on children in families receiving assistance under part A of title IV of the Social Security Act (Temporary Assistance for Needy Families); 4) data on children eligible to receive medical assistance under the Medicaid program under title XIX of the Social Security Act, or 5) through an alternative method that combines or extrapolates from the above mentioned data.

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Superintendent (please print)

\_\_\_\_\_  
AP Representative (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date

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**Please return to:**

Advanced Placement Test Fee Waiver Program  
Peter Laing - Director, Gifted Education / Advanced Placement  
Arizona Department of Education  
1535 W. Jefferson Street, Bin 64  
Phoenix, AZ 85007

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